

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
MARCH 21, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, March 21, 2000 at 12:00 p.m. Eastern Standard Time (EST). The meeting was lead by the committee's chair, Mr. Joe Slayton. A list of participants is given in Attachment A.

**Action Items/ Notes**

- Mary Bruch to provide electronic listing of updates for D.2 based on comments from June Kani (CA), Laura Traas (Wi) and Stacie Calacsan HRSA-VA by COB 3/24/00.
- Joe Slayton to send next version of Chapter 5 as WP and MS word and request Fred Siegelman to try his magic to assure that all members can review the current version of the chapter.
- Joe Slayton to fax Mary Bruch a copy of the updated chapter.
- Joe Slayton to send Program Policy and Structure folks the five terms Quality Systems wants changed or added to the NELAC glossary.
- Joe Slayton to send Lisa Doucet a copy of the proposed Asbestos appendix with a note that this is for distribution at NELAC 6 but will not be on the agenda nor up for voting. It is provided for comments and discussion at NELAC 6i.
- Joe Slayton to send note Wilson Hershey regarding ELAB's proposal to drop 5.12.4 from the standards.
- Fred Siegelman to get WIC phone number and code for March 30, 2000 1:00pm-2pm Quality Systems meeting from Lisa Doucet.
- Joe Slayton to send results of comments discussions to Steve Arms, Dept. Health, Fl; Bill Nivens, Upper Occoquan Sewage Authority, Va and Jeff Loewe, PBC Labs, Peoria, IL.

**Participants  
Quality Systems Committee  
March 21, 2000**

<b>Name</b>	<b>Affiliation</b>	<b>Phone Numbers</b>
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